

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
Tuesday, April 12, 2022
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. **5:15 PM - Executive Session**
 - A. Call to Order Executive Session
Presenter: Mark Watson
Time: 5:15 PM
 - B. ORS 192.660(2)(i) - Evaluation of the Superintendent
Presenters: Mark Watson / Greg McKenzie
Time: 5:15 PM, 25 minutes
 - C. ORS 192.660(2)(d) - Labor Negotiator Consultation
Presenters: Kona Lew-Williams / Michelle Morrison
Time: 5:40 PM, 5 minutes
 - D. Recess Executive Session
Presenter: Mark Watson
Time: 5:45 PM
2. **5:45 PM - Work Session**
 - A. Call to Order
Presenter: Mark Watson
Time: 5:45 PM
 - B. Budget Update
Presenter: Michelle Morrison
Time: 5:45 PM, 30 minutes
 - C. Board Vacancy Discussion and Action
Presenter: Mark Watson / Mike Scott
Time: 6:15 PM, 15 minutes
 - D. Student Rep Process Discussion
Presenters: Mark Watson / Mike Scott
Time: 6:30 PM, 10 minutes
 - E. Strategic Plan Update
Presenter: Beth Graser
Time: 6:40 PM, 90 minutes
 - F. Discussion Time
Presenter: Mark Watson
Time: 8:10 PM, 15 minutes
-Student Reps
-Superintendent
-Board Members
 - G. Recess Board Meeting
Presenter: Mark Watson
Time: 8:25 PM
 - H. Next Meetings of the Board of Directors
 - April 26, 2022 Board Work / Regular Session
 - May 10, 2022 Board Work Session

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

HILLSBORO SCHOOL DISTRICT 1J
April 12, 2022
BUDGET UPDATE

SITUATION

Each year, the District conducts periodic discussions with Budget Committee members about the current and future financial position of the District. This update is in preparation for building the 2022-23 District budget. The Committee members will review information regarding the current year budget, budget development, and details regarding specific resources. This update will be focused on the General Fund operating budget.

Date	Upcoming Activities
April 12, 2022	Budget update during Board Work Session (Debt Service Fund, Capital Project Fund, Internal Service Fund)
April 26, 2022	Budget Committee Meeting: Committee members review proposed budget documents, receive Budget Message, and may approve the budget for Hearing.
May 5, 2022	Additional Budget Committee Meeting (if needed)
June 21, 2022	Budget Hearing: Board Adopts Budget, Makes Appropriations, Declares the Levy.
July 15, 2022	Levy Certified to Assessor, and Adopted Budgets distributed per Local Budget Law and district best practice.

RECOMMENDATION

The Superintendent recommends that the Budget Committee listen to this report and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
April 12, 2022
BOARD VACANCY DISCUSSION / ACTION

SITUATION

On March 15, 2022, Director Yadira Martinez announced her resignation from the Hillsboro School District Board of Directors. Tonight Board members will discuss the process and timeline for filling this position through the remainder of the term (June 30, 2023). Following the discussion, the Board is scheduled to take action to accept Director Martinez's resignation, announce the vacancy of Board position 7, and approve the appointment process and timeline.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept Director Martinez's resignation from position 7 on the Board of Directors, announce the vacancy of Board position 7; and approve the appointment process and timeline.

I move that the Board of Directors accept Director Martinez's resignation from position 7 on the Board of Directors, announce the vacancy of Board position 7, and approve the appointment process and timeline.

TIMELINE FOR FILLING BOARD VACANCY

Date	Action
03/15/22 Board Meeting	Director Yadira Martinez announced her resignation
04/12/22 Board Meeting	<ul style="list-style-type: none"> • The Board determines a process and timeline for filling the vacant position • The Board officially accepts the resignation and declares the vacancy • The Board votes to approve the process
04/13/22	<ul style="list-style-type: none"> • News release sent to media • Application information posted to the District website
04/13/22 – 05/02/22	<ul style="list-style-type: none"> • Applications (paper, email, google form) will be received by the executive assistant to the Board and date-stamped <ul style="list-style-type: none"> ○ Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment ○ Applicants cannot be current HSD staff members
05/03/22	Applications must be received by 5:00 PM on this date
05/09/22 – 05/23/22	Board members will individually screen applications
05/10/22 Board Meeting	The Board will discuss the interview questions at work session
5/24/22 Board Meeting	<ul style="list-style-type: none"> • Work session <ul style="list-style-type: none"> ○ Board finalizes interview questions. ○ Board discusses screening scores and identifies the applicants to be interviewed ○ Each Board member will identify their top three candidates and briefly explain their reasons. ○ The number of candidates to be interviewed will depend on the number of applicants. • Regular session <ul style="list-style-type: none"> ○ Director Martinez is recognized for her service (last meeting).
05/25/22	Executive assistant to the Board will inform applicants of the Board’s decision, and schedule interviews with the selected candidates
06/21/22 Board Meeting	<ul style="list-style-type: none"> • Work session <ul style="list-style-type: none"> ○ Board conducts interviews. ○ Board votes to select the candidate. • Regular session <ul style="list-style-type: none"> ○ New Board member joins the meeting with their fellow Directors. ○ Board appoints the new Board member and administers the oath of office.

HILLSBORO SCHOOL DISTRICT 1J
April 12, 2022
STUDENT REPRESENTATIVE SELECTION PROCESS

SITUATION

Because the Board values the input of students on matters that are important to them, Board members established a position of “Student Representative to the Board,” beginning with the 2018-19 school year.

It was determined that up to three students would be appointed each year, to serve from September through June, and no school would be represented by more than one position. The opportunity to serve as a student representative would rotate between schools on an annual basis, with students from Liberty High School, Century High School, and the Hillsboro Online Academy having the opportunity to participate in 2022-23; and students from Glencoe High School, Hillsboro High School, and the Pathways Center having the opportunity to participate the following year.

During the February 22 work session, Board members identified the interview subcommittee and agreed upon the following timeline for selecting Student Representatives to serve during the 2022-23 school year:

- February 23 – Recruitment begins
- April 1 – Applications due
- April 12 – Board selects applicants to interview and finalizes the interview questions
- April 15 – Students are invited to interview and receive the interview questions
- May 6 (Tentative) – Interviews are conducted
- May 24 – The interview committee presents its recommendation to the Board for approval
- May 25 – Students are notified of the Board’s decision
- June 21 - Students are appointed
- July – Students participate in orientation

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the interview questions and determine the number of student applicants to be interviewed. If it is decided that not all students will move forward, the previously identified committee will decide which students will be interviewed.

**Hillsboro School District
Student Representative to the Board of Directors
Interview Questions
May 2022**

Candidate: _____ Date: _____

1. What personal strengths/experiences will you bring to enhance the work of the Board?
2. If you should be selected as a student representative to the Board, what do you see as your role on the Board? In the school?
3. What do you hope to accomplish as a student representative to the Board?
4. What do you expect to learn from your Board experience?
5. How will you work to represent the views of a wide range of students?
6. The Board meets on Tuesday evenings twice a month. Occasionally, there are extra meetings and/or committee meetings at other times. There are also opportunities to attend school events during both days and evenings. What challenges do you anticipate in meeting this time commitment?
7. Do you have any questions that we can address for you?

HILLSBORO SCHOOL DISTRICT 1J
April 12, 2022
STRATEGIC PLANNING PROCESS KICK-OFF

SITUATION

With pandemic delays behind us, we are now ready to kick off the development process for our 2023-2028 Strategic Plan.

Lauren Klaffky, senior associate with Performance Fact, Inc., will join us to lead the Board through reflection and discussion around the goals we have for our students and system and the values that will guide our work over the course of the next ten months.

RECOMMENDATION

The Superintendent recommends that the Board of Directors engage with the consultant as we begin to develop our next strategic plan.